

Request for Non-faculty and Teaching Appointment

New Appointment: _____ Reappointment _____

Appointment Title: _____

<u>Research Appointments</u>	<u>Position Number</u>
Senior Research Associate	P99806
Postdoctoral Research Associate	P99805
Research Associate	P99804
Visiting Scholar	P99802
Research Visitor	P99801
<u>Teaching Appointment</u>	<u>Position Number</u>
Teaching Scholar	P99803

Appointment Requested by: _____

Telephone: _____ Email: _____

Department/Institute/Center: _____

Name of Appointee: _____

Gender: Male/Female Email: _____

Mailing Address: _____

Home Address: _____

Telephone: _____ Fax: _____

Date of Birth: (month, day, year): _____

Dates and Salary:

Appointment begins: _____ Appointment ends: _____

Salary for Period of Appointment: _____

Statement of Duties and Responsibilities:

Except Visiting Scholars, please complete the following sentence describing the appointee’s responsibilities. This description will be included in the formal letter of appointment from the Office of Research. “*The principal duties and obligations of the appointment are to....*”

Approvals:

Faculty Member _____	Date _____
Chair/Director _____	Date _____
Dean _____	Date _____

Additional Information:

For new appointments, provide the following:

Domestic (US) Appointees or Permanent Resident Card Holders

New appointment requests need to include the following:

U.S. Citizens and U.S. Permanent Residents

1. Request for Non-faculty Research and Teaching Appointment
2. Appointees current CV/resume
3. SPAF (Staff Personnel Action Form) (for salary and/or identification)
4. Copy of advanced degree transcript or diploma (not required for Senior Research Associates, Visiting Scholars and Research Visitors)
5. For permanent residents, a copy of U.S. Permanent Resident Card

International appointment requests

1. Items 1 through 4 above
2. General Counsel’s Visa Information Form
3. Copy of the passport page containing a photo of the appointee (Also required for each person who accompanies the appointee.)
4. If the appointee is a Visiting Scholar or a Research Visitor not receiving a stipend from Notre Dame, proof of financial support
5. Appointees who have been or on a J-1 (DS-2019) visa, a copy of their DS-2019 for the two years preceding their start date at Notre Dame
6. Appointees holding an H1b visa from another institution, a copy of the H1b approval
7. Appointing holding an F-1 or J-1 student visa with permission for “Practical Training,” a copy of the U.S. “Employment Authorization Document” (Optional Practical Training) or a home university authorization letter (Curricular Practical Training)

For Reappointments:

1. Request for Non-faculty Research and Teaching Appointment
2. A new Staff Personnel Action Form.

When the form and information are complete:

1. The mentor signs and gives the information to the department chair/institute director/center director.
2. The chair or director signs and forwards it to the appropriate dean.
3. The dean or director signs and sends it to the Office of Research.

If the center or institute does not report to a dean, the information should be sent to the Office of Research.

All completed forms should be directed to:

Liz Rulli
Assistant Vice President
Office of Research
511 Main Building
Notre Dame, IN 46556

Additional information and clarification may be obtained by calling 631-7283.

Name of contact in department/institute/center: _____

Phone number: _____

NFF:2227007